

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2009 – 0004

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to “Guidelines for Entering Civil Service Information in ISIS HR”

Issue Date: February 19, 2009

This is to advise agencies that the “Guidelines for Entering Civil Service Information in ISIS HR” have been updated. These updated guidelines replace the previous Civil Service Entry Guidelines. Although the guidelines are written to specifically address the ISIS HR system, agencies using other HRIS systems are reminded that they must duplicate for their agencies the information requirements found in the guidelines.

REASON FOR THE CHANGE: The implementation of LA Careers and the corresponding rule changes have prompted the need for changes to the ISIS HR action reasons for appointments. Therefore, the guidelines have been updated to reflect these new reasons on February 16, 2009.

Following is the section of the guidelines that has been affected since the last revision:

- Type of Appointment
 - Appointment Types, Civil Service Rule References, and Action Reasons have been updated in accordance with the addition of Chapters 22, 23 & 24

If you have any additional questions, please contact Lanee Brown, the HRIS Consultant Specialist at 225-219-9439 or lanee.brown@la.gov. We appreciate your continued cooperation with accurate and timely reporting of personnel information.

Sincerely,

s/Anne S. Soileau
Director